

WEBSITE SECRETARY'S MINUTES

October 7, 2023

****For your district reports, please use font "Times New Roman" size "11".****

Opened the meeting with the "we" version of the Serenity Prayer at 12:00 pm.

ATTENDANCE FOR OCTOBER, 2023 (18)

OFFICERS: (4) **D4** Jeannie S; **D9** Evonne L; **D7** Nancy H; **D9** Lisa D.

DISTRICT WEB CHAIRS: (7) **D3** Brennen C; **D5** Tom D; **D6** Bob T; **D8** Callie S; **D9** Micah K; **D10** Annie G; **D12** Chris B.

VISITORS: (7) **D1** Joe G; **D2** Ronald A., Matt C; **D5** Carol R; **D9** Melissa B., Nathan B; **D10** Elizabeth G.

OFFICERS REPORTS

Chair: *Vacant*

Alt Chair: Website Committee Alternate Chair Report 7 October 2023

The Website Committee focused on three topics since the July Quarterly.

Election of a Committee Chair – the qualifications for the position as defined in our Scope, Composition, and Procedure document were posted on our Committee page on the Area 15 website.

Motions – the Committee prepared 3 motions for the October quarterly:

1. Motion A is to change our composition to remove the Alternate Chair. While we value her guidance – and hope to still receive it when needed – we feel the body would be better served if this responsibility was removed.
2. Motion B acknowledges that we have overspent our budget for 2023 due to the actions taken to retain the 'area15aa.org' domain. We have asked for \$350 additional funds to cover the overspend and have a little extra to cover the rest of the year.
3. Motion C acknowledges that our committee members attend NAATW to better fulfill their duties and asks that this expense be reimbursed, including the workshop held last September.

Budget – the Committee worked to create a 2024 budget and submitted it to the Finance Committee.

Intra-Quarterly Meeting - the Committee worked with Chris M., Technology Chair of District 5 to present his experience with a site crash and how the recovery was accomplished.

Web Servant: Good afternoon, I am an alcoholic, member of the Live Laugh Love Group, and my name is Evonne. Grateful to be here today and to be serving as your Area 15 Webservant.

Updates to the website continue to be made as Officers and Committee Chairs send requests our way.

Some of the additions we have made are documents from the 73rd General Service Conference, news releases from the General Service Office, and updates to Committee pages from Committee Chairs.

Please visit the "Delegates Corner", "News from Our Delegate", the Outreach Committee page, and the Remote Committees page to see some of the latest additions and updates. In addition, we have posted the upcoming 6th Annual Florida Archives Workshop on the Area 15 events calendar. This brought up discussion about what could and maybe shouldn't be posted on the Area 15 events calendar, and more discussion about this will occur soon.

Another development in our committee is that we became the administrators of the Area 15 Zoom Conference Account. Area 15 Committee Chairs will have access to the Area 15 Zoom account to set up and run their own meetings, and the Webservant will be available to help out anyone who needs assistance or has questions. Please notice that there is a motion on Sunday's agenda that if passed, will require all virtual meetings to be posted on the Area 15 website prior to hosting the meeting. Posting the information on the Virtual Meeting list in the "Quick Links" section will help to make it available to anyone who may wish to attend. The motion maker did reach out to us about adding a timeframe for submitting the information to us to post.

Recently, I noticed that District 9 added a link to the footer of every page that takes the user to a "Website Maintenance Form". Our committee agreed that they liked the idea and hope to add it in the upcoming weeks. We are considering linking to a form, but we haven't decided what that form might say. It could be for suggestions for improvements to the site or to report a bad/missing link. If anyone has any ideas or suggestions, we would love to hear them.

When I took over the webservant position in April, no analytics were installed on our site. If they had been in the past, they were lost when we switched hosting providers earlier this year from Green Geeks to Go Daddy. We added both Jetpack and Google Analytics to the website. because Google was in the process of shifting services from their "Universal Analytics" to "G4 Analytics", and we wanted to be sure we were still capturing information in the event something went wrong during the switch. Since April 24, 2023, the Area 15 website has had 10,624 visits, and our best overall day so far was July 12, 2023, with 263 views. "Agendas and Motions" have been the most popular pages with the "Delegate's Corner" following up closely behind.

If you have any questions or would just like to talk about the website, you can call, text, or email me at webservant@area15aa.org

Thank you all for being here and allowing me to be of service.

Evonne L.
954-591-9188

Web Secretary: Hi! My name is Nancy H. I am an alcoholic. My home group is the Foxhall group which meets Friday night at 6pm at Faith Lutheran Church in Lehigh Acres, FL. I would like to take this moment to thank Evonne L. for being my helpful right-hand person at the July 15, 2023 Website Committee meeting. Also, I want to thank our alt Delegate, Lisa D. for her help in answering questions during the meeting. The website officers and the alt. Delegate met by zoom a few times between the July and the October Quarterlies to discuss the 3 motions that are on Sunday's Agenda, updating Area 15's website, having zoom meetings between the quarterlies like the one that was held September 18, 2023 which was very informative for those who attended. Chris M., from District 4 talked about 'Disaster Recovery: How to recover and tips for prevention'.

Also, a reminder, please submit your reports in font: New Times Roman, size: 11 and the date of the Quarterly ex: October 2023. Sometimes I have to search as to where Windows 11 then me put your report. Believe me I am having too many problems as it is with Window 11!

In love and service,
Nancy H. Area15 Website Secretary/Treasurer Panel 73
websecretary@area15aa.org

DISTRICT CHAIRS REPORTS

D1 Chair – David G. – NP

D2 Chair – Chazz T. - NP

D3 Chair – Brennen C.

- District 3 has a new website (this site needs to be updated on the Area website): <http://aadistrict3fl.org/>
- We are using HostGator and Word Press
- We have a password protected page for our business meeting minutes

Please let me know if you have any questions.

Brennen C.

D5 Chair – Tom D. This is the report I made at the June 20th District 5 business meeting. I reported orally to the Area 15

Committee most of the changes and corrections I made. I hope this helps.

Actions taken in the last month-

Accepted the WebChair position for the District 5 website

Actions taken on the website-

Deleted broken links, changed ‘The AA Responsibility Statement’, deleted 6 unused themes, added May 2023 minutes, added ‘New Meetings’ under ‘Meetings’ to the menu bar, added ‘A time to Heal Group’ image and info to the new meetings tab, updated Theme Twenty Twenty-Three account Security Issue, and added WPForms to the plugins on the site.

Website Status

Emails are not responsive. I plan to work on the websites emails and bring them up to date and include a contact form for each position.

Plugins to be considered for use on the website-

WPForms: A powerful form builder that makes it easy to create and customize contact forms, surveys, and other types of forms. NOTE – Already Added to site, free

All in One SEO: A comprehensive SEO plugin that helps you improve your website's ranking in search engines.

MonsterInsights: A popular analytics plugin that helps you track website traffic and performance.

SeedProd: A drag-and-drop landing page builder that makes it easy to create professional-looking landing pages.

WP Rocket: A caching plugin that can significantly improve your website's speed and performance.

WPML: A multilingual plugin that makes it easy to translate your website into multiple languages.

Yoast SEO: Another popular SEO plugin that offers a wide range of features to help you improve your website's ranking in search engines.

Elementor: A powerful page builder that gives you complete control over the design of your website.

UpdraftPlus: A reliable backup plugin that helps you protect your website from data loss.

The main consideration of these plugins is cost. If they are free, I will consider using them. If they are pay or subscription, I will look for other alternatives.

NOTE – if anyone in District 5 sees any errors on the site that I missed, please let me know so they can be corrected. As of this report, the emails are not functioning properly, and I will be working on that.

Anyone in District 5 having a Home Group Event can contact me so the event can be posted under the ‘Special Events’ tab on the website.

Attention Committee Chairs!

Please let me know of any changes you need to make to your pages so the website can be updated to reflect these changes. (i.e. meeting time, place, date, etc)

If anyone has questions or more info is needed, I will be available at the June 20th District 5 Business Meeting.

Tom D.

The other issue I discussed at the Area 15 Website Committee meeting on July 8th was how to make the Area 15 websites more uniform so that new webmasters would have a guide to follow and there would be people available to help.

Tom D. WebChair District 5

D6 Chair – Bob T. – Verbal Report

D7 Chair – Sabine S. - NP

D9 Chair – Micah K. “I am an alcoholic, a member of the West Side Men’s Group in Plantation, FL. My name is Micah K. Since the April quarterly, District 9’s previous webchair Deanna regrettably stepped down from the position to better balance her life and work. We thank her for her service. I stood for and was honored with the position at our District 9 May business meeting. Having previous website building experience I was able to jump right in, as our website was a few months behind on updates. My first few tasks included: updating our “Chairperson’s Corner”, updating all minutes and agendas from the previous few months. I also took a minute to remove all the documents that were uploaded in Word doc format and replace them with documents in pdf. Our website (www.district9aa.org) uses a website builder called Elementor over top of Wordpress. When the website was created a few years ago there were some aspects that were done the hard way (manually in Wordpress). So I transitioned the header, footer, and menus into Elementor to make them a little smoother to work on for future website committee members. Additionally I added a link to the footer of our website that goes directly to a Website Maintenance Form. The idea there is that on any page of the website if a user notices a formatting error, typo, broken link or missing information they just need to scroll to the bottom the page, click that link and fill out the form to send me an email so the website committee can get the issue resolved. We have an ongoing project to revamp our “GSRs” page. This page is meant to be the main landing page for new and current GSRs to find all the information they may need. I am working closely with our GSR Workshop Coordinator to make this page something that will be easy and exciting to read. We’ve included a GSR intro PowerPoint that we use in the GSR Workshop, as well as a small “blog” area recording and detailing what we did in previous month’s workshops, as well as what’s to come in the next few months of workshops. My hope is that after this GSR page is completed we will move on to our other committees webpages and amp those up one by one. For other Districts that may have questions about our Website, or if you’re interested in using Elementor for your website I am happy to answer any questions. You can text or call me at 815-590-6529, or you can email me at webchair@district9aa.org. In Love & Service, Micah K., District 9 Website Chair.”

D10 Chair – Anna G. - Hello Area 15,

My name is Anna and I am an alcoholic. My sobriety date is 5/28/12. I serve as the Communications Chair in District 10 (Miami). Our committee consists of myself and our webmaster Olivia.

This quarter I attended our district's Big Service Breakfast which is an annual service event geared to getting the word out about the committees in District 10 and intergroup, in the hopes of gaining more participation. We struggle with getting people to join our committee. We are looking for more ways to increase participation and interest.

As of now, everything is updated on our website. We use Squarespace and Google workspace to maintain our web and email services.

The district obtained a yearly QR code program to use for our various committees to attach to their outreach documents.

Our website address is <https://www.district10miami.org/>

I will be asking for help to continue to streamline and strengthen the ability to do more with our website. Please let me know if you have any feedback for our website.

Thank you, I appreciate the support of the Area 15 committee.

In love and service,

Anna G.

773-220-4262

D12 Chair – Chris B. – Verbal Report

OLD BUSINESS: Talked about the qualifications for the Area 15 Website Chair position.

Jeannie S. stood for Area 15 Website Chair. Won unanimously!

Went over the 3 motions that the Website Committee is presenting to Sunday's Assembly making sure the attending District Chairs understood the motions.

Discussed the questions in the "District Services Survey".

Talked about the intra-quarterly meetings on zoom.

The next zoom meeting is **DECEMBER 11, 2023 at 6 pm.** We'll be sending a reminder with the topic, the ID and Password.

NEW BUSINESS: Area 15 Website Committee is looking for an alternate Chair.

Qualifications are the same as for the Chair.

ADJOURN MEETING: Meeting ended at 1:30 pm with the Responsibility Statement.